



Town of Palmer

“Bondsville, Depot Village, Thorndike & Three Rivers”

Town Administration Building
4417 Main Street
Palmer, MA 01069

Narrative Information Sheet

1. Applicant Identification

Town of Palmer
4417 Main Street
Palmer, MA 01069

2. Funding Requested

- a. *Assessment grant type*- Community-wide
- b. *Federal Funds Requested*
 - i. \$300,000.00
 - ii. No waiver is being requested
- c. *Contamination*- Hazardous substances (\$222,500.00) and petroleum (\$77,500.00)

3. Location

- a. Palmer
- b. Hampden County
- c. Massachusetts

4. Property Information- Not applicable for community-wide application

5. Contacts

- a. *Project Director*
Sarah Szczebak, Community Development Director
4417 Main Street
Palmer, MA 01069
(413) 283-2685
sszczebak@townofpalmer.com
- b. *Chief Executive*
Ryan McNutt, Town Manager
4417 Main Street
Palmer, MA 01069
(413) 283-2645
rmcnutt@townofpalmer.com

6. Population- 12,237
7. Other Factors Checklist- None of the other factors are applicable to this community or proposed project.
8. Letter from the State or Tribal Environmental Authority- Please see attached



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

November 4, 2019

U.S. EPA New England
Attn: Frank Gardner
5 Post Office Square, Suite 100
Boston, MA 02109-3912

RE: STATE LETTER OF ACKNOWLEDGMENT
Town of Palmer, Application for EPA Assessment Grant Funds

Dear Mr. Gardner:

I am writing to support the proposal submitted by the Town of Palmer (Town) under the Fiscal Year 2020 U.S. Environmental Protection Agency (EPA) Brownfield Assessment Grant Program. Funding from EPA will allow the Town to create an inventory of Brownfields sites. This, in turn, will provide the Town the information necessary to later apply for cleanup funding as needed.

On January 23, 2015, Governor Baker signed his first Executive Order, creating the Community Compact Cabinet, in order to elevate the Administration's partnerships with cities and towns across the Commonwealth. Lieutenant Governor Polito chairs the cabinet, which concentrates financial, technical, and other resources at the state level to a select group of projects including Brownfields. The Town's compact was signed on December 1, 2015, ensuring any funding provided by EPA will be supported by a focused commitment of state resources.

We greatly appreciate EPA's continued support of Brownfield efforts here in Massachusetts!

Sincerely,

Paul Locke
Assistant Commissioner, Bureau of Waste Site Cleanup

cc: Sarah Szczebak, Community Development Director, Town of Palmer
 Caprice Shaw, Brownfields Coordinator, MassDEP Western Regional Office

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

The Town of Palmer, Massachusetts is requesting \$300,000 of Brownfield funds for a Community-wide Assessment grant. These funds will create an inventory of contaminated sites, complete Phase I and Phase II assessments, and conduct reuse planning for selected sites. Both hazardous substances and petroleum sites will be included.

1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

- i. Background and Description of Target Area- The Town of Palmer is actually a city, but prefers to maintain the town designation as it is more fitting due to the rural character of the community. Palmer is made up of four villages: Bondsville, Depot Village, Thorndike, and Three Rivers; all of which have their own distinct identities. Bondsville is the more industrial village, Depot Village has more commercial and businesses uses, Three Rivers has a small neighborhood feel, and Thorndike is more rural. Palmer covers an area of about 32.14 square miles (97.8% land and 2.2% water) and has a population of 12,237.

There are currently three active freight rail lines and five state highways within the Town. During the early to mid-1800s, Palmer's population increased significantly due to creation of cotton mills and the arrival of the railroads. Palmer is known as "The Town of Seven Railroads" due to its long history as a rail community. At one point in time, there were five active rail lines in Palmer, another rail line that was built but never used, and one that was started but never completed. During the 1960s and 1970s, industry declined significantly. Palmer has transitioned from an industrial hub to a community with smaller industries and many more service sector jobs. Many of the present industries occupy a portion of the former large industrial buildings.

The entire town will be studied, which is comprised of census tracts 8101, 8102, and 8103. There will be four target areas, consisting of the downtown areas of the four villages in Palmer. A large stretch of Park Street in downtown Depot Village is industrial and commercial. There are numerous automotive related businesses, including car sales, auto mechanics, gas stations, truck and equipment repair companies, and equipment sales. There are also industrial business such as natural gas suppliers and precision metal manufacturing. Residential properties are scattered throughout this area. Several sections of Park Street are prone to severe flooding. In this area alone, there are several properties that are strongly suspected of having new or existing contamination on site.

Also of particular concern are the former mill buildings in downtown Thorndike, in the Church Street area. Many of these buildings are partially utilized, completely abandoned, or poorly maintained. The cost of upkeep of these buildings is significant. Owners rarely have sufficient funding to keep up with basic maintenance. Testing for contamination is not feasible for most owners. Another area of concern is the industrial park in Bondsville. While there are not any current suspicions of contamination, since it is an area with numerous industrial businesses, it is a likely area for contamination. In Three Rivers, there is a former "Mom & Pop" oil company that is no longer in business. It is suspected that there is contamination at the site due to anecdotal stories. This potential contamination is of particular concern because the property abuts a river. Additionally, there are several areas in Town that are prone to frequent, and occasionally severe, flooding. These areas will be explored to see if there are any sites that may have contamination. There is a great deal of concern that contamination may move off site and spread further during flooding, or enter one of the three rivers that run through Town.

- ii. Description of the Priority Brownfield Site(s)- There are several specific priority brownfield sites identified in Palmer. There is a gas station on Park Street (in Depot Village) that replaced their underground storage tanks without pulling the appropriate permits, and have since been unwilling to cooperate with the Town and provide any information. Also on Park Street is a trucking company that has long been suspected of having contamination, but the owner has not conducted any testing. Sites along Park Street are a redevelopment priority to remove contamination in an area close to residential properties, to remove blight, and increase opportunities in this popular commercial area. There is a mill site in the Thorndike village that has been in use since 1736, including an existing building on the site that was constructed in 1836, that is suspected of having contamination due to its long history as a manufacturing site and its age. The past use for this site was the production of paper pulp egg cartons. The company was bought out and operations were moved out of the country in the 1980s. Residents recall when the company would rinse their dye machines to color egg cartons a different color and discharge the dye directly into the river. Other priority sites include the above mentioned former oil company in Three Rivers and the industrial park in Bondsville. The former oil company is a prime location for redevelopment as it is located at a major intersection in an area that has a mix of businesses and residences.

b. Revitalization of the Target Area

- i. Redevelopment Strategy and Alignment with Revitalization Plans- Once an inventory of contaminated sites is created, sites will be selected from that list to have Phase I and Phase II assessments completed, and then from that list, sites will be selected for reuse planning. The majority of the priority sites are commercial or industrial properties, many of which are vacant due to contamination or suspected contamination. There are several properties on Park Street in Depot Village that will not be sold by the owners because they don't want their sites to be officially identified as contaminated, and then be forced to clean the sites. Instead, the owners rent or lease the contaminated properties to other businesses. The Town currently does not have the capacity to assess these properties. This grant funding will allow the Town to determine if sites are contaminated, help to determine what needs to be done to clean these sites, and eventually provide safe environments for employees and consumers.

Since the sites for reuse planning have not yet been selected, the eventual redevelopment of brownfield sites could include any one of several potential options. It may be possible that some sites listed in the inventory and then chosen for further investigation will end up not having any contamination. Although such properties wouldn't require any redevelopment, it would help the economy nonetheless. Once a property has been designated as not having any contamination, it will be of significantly more interest to potential business owners or buyers. Public outreach will be conducted to help determine appropriate reuses for sites.

If a site is selected for reuse planning, it will align with the Town's strategies and plans in a variety of ways. In its most recently completed Open Space & Recreation Plan, the Town prioritized the preservation of existing open space and concentrating future development in order to limit sprawl. The redevelopment of brownfield sites is a key strategy for furthering both of these priorities. By demonstrating that suspected properties are actually not contaminated, identifying the extent of contamination, or eventually cleaning contamination from a site, developers will be encouraged to reuse existing properties that were previously not of interest, thus preserving undeveloped land. Palmer's Community Plan identifies several economic development goals, including improve the

business climate and support all industry clusters, ensure that economic growth is compatible with community and environment, and improve the outcomes of government action. The cleanup of brownfield sites will improve the business climate by increasing the number of potential properties for new and existing businesses to utilize. Economic growth involving cleaned brownfield sites will certainly be compatible with the community and the environment. Palmer has adopted a 43D overlay zoning district in several areas throughout Town to create priority development sites which allow for expedited permitting and priority consideration for several state funding sources. At least one priority site in this application (the Thorndike mill) is also in the 43D district. Palmer was among the first communities to receive Green Communities Designation by the State. As part of this program, the Town will work with potential developers and community partners to continue to support the sustainable redevelopment of existing sites. The 2019 Community Health Needs Assessment completed by the local hospital for the region including Palmer found that many low-income residents in the area face barriers to healthcare, including lack of access to transportation, healthy foods, and places to be active. The Town will endeavor to address these issues with the reuse of remediated brownfields.

- ii. Outcomes and Benefits of Redevelopment Strategy- Through the creation of an inventory of brownfields sites, the Town will be able to create a plan to address each site in an appropriate fashion, depending on the type and severity of the contamination and the ownership of the site. The reuse of previously contaminated sites will help to improve Palmer's economy. The desired outcome of each site selected for redevelopment will be to restore the property to the tax rolls and for the property to be occupied. As will be shown below, poverty is a major cause of many of the issues that face the residents of this Town. An improved economy will raise the average income of residents, reduce the number of health issues, increase the tax base, and spur economic growth to further improve the Town as a whole. The village of Three Rivers has been designated as an Opportunity Zone (census tract 8103). Three Rivers is a depressed area in need of significant reinvestment. There are many vacant buildings and the downtown has been designated as a blighted area. Many developers and investors are wary of taking on a project where contamination may be present. The Town has recently applied to a new State program to receive funding to incentivize business owners to occupy vacant storefronts. The combined impact of the tax credit advantages of an Opportunity Zone and the information that will be obtained through a brownfield inventory will help spur investment and development in Three Rivers.

c. Strategy for Leveraging Resources

- i. Resources Needed for Site Reuse- The funding requested will be sufficient to complete all proposed tasks outlined in this application. The Town of Palmer is in good standing with all potential funding sources, including the State and Federal governments.

Once contaminated sites have been identified and Phase I and Phase II assessments have been completed, additional funding will be sought based on the needs of each site and the particular reuse plan. For sites that will be remediated by the private property owner, the Town will work with owners to identify all potential funding sources, and assist where possible. The village of Three Rivers was recently designated as an Opportunity Zone. Any remediated sites in Three Rivers may draw additional attention because of the potential tax incentives for properties in that area.

It is likely that most properties identified in the inventory will need to be remediated by the Town. Several potential funding sources are available. The Palmer Redevelopment

Authority (which is a separate entity from the Town government) has a sizable amount of funds at their disposal. The cleanup and reuse of brownfield sites is a perfect fit with the mission of the Redevelopment Authority and the group has a history of collaborating with the Town to complete projects. There are numerous grants available through the State of Massachusetts including Brownfield Redevelopment Fund grants of \$500,000 to \$2,000,000 through MassDevelopment; Community Development Action Grants through the Department of Housing and Community Development for remediation that will result in the creation of jobs; Underground Storage Tank removal funds through the Department of Revenue; and MORE funds are available for remediation through the Executive Office of Energy and Environmental Affairs for municipalities that partner with private owners. Federal funds may be sought from the Environmental Protection Agency for brownfield cleanup, as well as funds from the Brownfield Economic Development Initiative through the Department of Housing and Urban Development. The most likely source of additional funding will be Community Development Block Grant funds through the State of Massachusetts. Palmer has been designated as a Mini-Entitlement community, and is therefore eligible for a larger amount of funding annually. If the Town were to receive the requested Brownfield Assessment funds, it would be a huge catalyst to bring additional funds into Town for cleanup and eventually help stimulate the local economy.

- ii. Use of Existing Infrastructure- The existing infrastructure in Town is sufficient. It is likely that the majority of sites identified will be in existing commercial or industrial buildings located along main roads. Almost all of these areas are served by water, sewer, and high speed internet. No additional infrastructure improvements are needed in order to achieve the outputs and outcomes outlined in this grant. All reuse plans will use existing infrastructure and will not require any investment in additional infrastructure.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need

- i. The Community's Need for Funding- The Town of Palmer does not have the ability to fund the activities proposed in this application without receiving grant funds. Palmer is a small city, with a population of 12,237. As is outlined further in the next section, the majority of the population in Town is low income. The Town is levying taxpayers the maximum amount allowable, and is still struggling to maintain adequate levels of basic services. Expenses are increasing at a pace faster than State aid and taxes, particularly in regards to local schools. Enrollment in local schools has been steadily decreasing, while per students costs are increasing. Repairs to the high school after a recent fire has triggered additional repairs to make certain aspects of the building code-complaint, at a cost of \$175,000. A local bridge was recently shut down by the State Department of Transportation due to unsafe conditions. The estimated cost for a temporary repair to extend the life of the bridge by 10 years is \$1,500,000. The playing fields at the high school have become unusable due to flooding and washouts. Initial estimates indicate that the renovations to the playing fields will cost approximately \$2,700,000. Without these Brownfield Assessment funds, the Town simply will not be able to complete any assessment or eventual remediation work. The industrial background and the ongoing financial struggles of the Town and its residents show a strong need to identify and remediate contamination throughout the Town.

- ii. Threats to Sensitive Populations

- 1. Health or Welfare of Sensitive Populations- According to data from the U.S. Census Bureau, more than 52 percent of the population of Palmer is low to moderate-income

and 12 percent of households have incomes below the poverty level. Sixteen percent of households receive SNAP benefits. More than half of renters are burdened by paying more than 30 percent of their income towards housing costs.

2. *Greater Than Normal Incidence of Disease and Adverse Health Conditions*- According to a recent assessment for the Hampden County Public Health Nurse, there are several serious health issues that are more common in Palmer than in other areas of the region and state. These issues are a higher than normal premature mortality rate, overall mortality rate, asthma (particularly pediatric asthma), respiratory system disease mortality rate, coronary heart disease, and cancer. The respiratory issues may be related to exposure to petroleum contaminated sites. It is suspected that there are many of these throughout Town. Based on the suspected contaminated sites and the types of businesses at those sites, benzene, chromium, nickel, vinyl chloride, and 1,3-butadiene may all be present, which may explain many of the prevalent health issues. This study does not provide the causes of these unusually common health issues. It is certainly possible that some, if not most, could be caused by exposure to hazardous substances, contaminants, and petroleum. It is also possible that all of these conditions could be caused by the poverty issues in Palmer. The number one issue identified in this study in Palmer is the poor economy and its effects. Residents with lower incomes often do not have adequate access to health insurance or needed medications or treatments for conditions.
3. *Disproportionately Impacted Populations*- Twenty-five percent of Palmer's population lives in Environmental Justice block groups. Palmer is an Environmental Justice community based on the low-income criteria.

All three categories of sensitive populations mentioned above would benefit greatly from the remediation of brownfield sites in Town. Poverty is the link between all three groups. Job creation and an improved economy will be one step towards the ongoing goal of reducing the widespread poverty in Palmer. Adverse health conditions will be reduced when residents have higher incomes through better access to more affordable healthcare and transportation options.

b. Community Engagement

i. Project Partners and ii. Project Partner Roles

Partner Name	Contact Information	Project Role
Quaboag Hills Chamber of Commerce	Lenny Weake, President lenny@qhma.com (413) 283-2418	Outreach to local businesses and residents, input on potential sites for inventory, and advice and technical assistance on reuse
Quaboag Valley Community Development Corporation	Sheila Cuddy, Executive Director sheila@qvcdc.com (413) 967-3001	
Three Rivers Chamber of Commerce	Roger Duguay, President Rogerduquay59@gmail.com (413) 626-2320	

- iii. *Incorporating Community Input*- Community input will be sought throughout the project. The community partners listed above will be consulted regarding potential sites to be explored for the inventory. Several Town boards will also be consulted throughout the various stages of the project, including the Board of Health, the Conservation Commission,

and the Planning Board. General public input will also be solicited via the Town website and social media for residents to report any sites that may be contaminated. During the assessment phases, property owners and abutters will be sought out as needed. During the reuse phase, much wider community input will be sought. The community partners have a good understanding of the needs and wants of the community, as well as potential other partners and key players. Depending on the complexity of the sites identified for reuse, at least one public meeting (possibly more) will be held to solicit input from the general public regarding the reuse of the sites. Input will be sought on what types of reuses would be desirable, as well as types of reuse that should be prohibited, and incorporated into the final plans. Public meeting minutes will be posted on the Town website. Any questions posed at public meetings will likely be able to be addressed by the QEP or town staff in attendance at the meeting.

3. **TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS**

a. **Description of Tasks/Activities and Outputs**

All activities outlined below will be completed within the three year period of performance. Once funding is awarded and administrative clearance is given, a qualified environmental professional (QEP) will be procured as soon as possible so that the work can begin and the project can be completed in a timely fashion.

Task: Inventory and Site Selection

i. A QEP will be procured to conduct all contractual activities. Contractual costs will be for the QEP to identify potential sites to be included in the inventory, through discussions with Town departments and through other research. The QEP will then conduct historical research to see if there is evidence to support inclusion on the inventory. Sites with evidence of contamination will be included on the inventory. The QEP will create a Town-wide inventory, including priority and non-priority sites. Each of the four villages will be represented in the inventory.

ii. This task is anticipated to be completed within three months.

iii. The QEP will perform this task. Oversight will be provided by the Community Development Director.

iv. A Town-wide inventory will be created of both hazardous substances and petroleum contaminated sites and will include at least 25 sites.

Task: Phase I Assessments

i. The QEP will conduct Phase I assessments on sites that are deemed the most likely to have negative health impacts, contamination that will spread to other sites, have the most severe contamination, or have owners who are likely to cooperate/participate.

ii This task is anticipated to be completed within three months.

iii. The QEP will perform this task. Oversight will be provided by the Community Development Director.

iv. Phase I Assessments will be completed for approximately 15 properties (10 hazardous substances sites and 5 petroleum sites).

Task: Phase II Assessments

- i. From the sites chosen for Phase I assessments, approximately 10 will be selected for Phase II assessments. The sites selected will be chosen by using the same criteria as for Phase I assessments. Additional criteria will include sites that are most critical for reuse and redevelopment, including sites that will create jobs, restore properties to the tax rolls, and eliminate the greatest threats.
- ii. This task is anticipated to be completed within three to six months.
- iii. The QEP will perform this task. Oversight will be provided by the Community Development Director.
- iv. Phase II Assessments will be completed for approximately 10 sites (8 hazardous substances sites and 2 petroleum sites).

Task: Community Outreach

- i. Town staff will coordinate outreach with community partners and the general public during the site selection and inventory and reuse planning stages. Outreach will include social media and websites, phone consultations, focus group meetings, and public meetings.
- ii. This task is anticipated to take between one to three months, overlapping with other tasks.
- iii. This task will be performed by the Community Development Director, with assistance from the QEP.
- iv. At least one public meeting will be held. The extent of the outreach will be determined by the types, severity, and location of contaminated sites.

Task: Reuse Planning

- i. Town staff will coordinate public outreach and input. Site reuse ideas will be sought from community partners and the general public. The QEP will participate in the public meeting(s) to help the participants to understand what will be involved in site remediation and what is possible for an eventual site reuse. For example, a residential reuse may be suggested as a potential reuse by a participant, but may be unlikely as a realistic reuse due to the level of remediation required.
- ii. This task is anticipated to be completed within three months.
- iii. This task will be performed by the Community Development Director, with assistance from the QEP.
- iv. At least one public meeting will be held. The extent of the outreach will be determined by the types, severity, and location of contaminated sites.

b. Cost Estimates*

Budget Categories	Hazardous Substances					Petroleum				
	Project Tasks					Project Tasks				
	Inventory and Site Selection	Outreach	Phase I Assessments	Phase II Assessments	Reuse Planning	Inventory and Site Selection	Outreach	Phase I Assessments	Phase II Assessments	Reuse Planning
Personnel		\$3,000					\$3,000			
Contractual	\$10,000		\$50,000	\$155,000	\$4,500	\$10,000		\$25,000	\$38,000	\$1,500
Other										
Total Direct Costs	\$10,000		\$50,000	\$155,000	\$4,500	\$10,000		\$25,000	\$38,000	\$1,500
	\$219,500					\$74,500				
Total Indirect Costs	\$0	\$3,000	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0	\$0
	\$3,000					\$3,000				
Total Budget	\$10,000	\$3,000	\$50,000	\$155,000	\$4,500	\$10,000	\$3,000	\$25,000	\$38,000	\$1,500
	\$222,500					\$77,500				
	\$300,000									

*Grant funds are not being requested for fringe benefits, travel costs, equipment or supplies. Costs will not exceed \$200,000 per site

- *Personnel-Outreach-* Town staff will assist the QEP in identifying potential sites and researching site histories, coordinate with community partners and the general public, and conduct public meetings. Staff time will likely be evenly split between hazardous substances sites and petroleum sites. 120 hours at an average rate of \$50 an hour equals \$6,000.
- *Contractual-Inventory and Site Selection-* A QEP will be contracted. Funds will likely be split evenly between hazardous substance sites and petroleum sites. An average cost of \$800 per site for approximately 25 sites equals \$20,000
- *Contractual-Phase I Assessments-* A QEP will be procured. The average cost for each is approximately \$5,000, depending on the site. It is anticipated that ten assessments will be completed for hazardous substances sites and five assessments for petroleum sites for a total of \$75,000.
- *Contractual-Phase II Assessments-* A QEP will be procured. The average cost for each will be \$20,000, depending on the site. Approximately eight Phase II assessments will be completed for hazardous substances sites and two assessments for petroleum sites for a total of \$193,000.
- *Contractual-Reuse Planning-* The QEP will assist to determine potential feasible and appropriate future reuse options. The average cost will be \$1,500 per site. Three hazardous substances sites and one petroleum site will be chosen for reuse planning for a total of \$6,000.

c. Measuring Environmental Results

The Community Development Director will have primary oversight of this grant and its activities. Other Town staff will assist as appropriate. All outputs and goals will be achieved and funds and timelines will be met. Once a QEP has been procured, the first priority will be to create a schedule for the entire project to ensure that outputs are achieved during the period of performance.

During the grant period, the following outputs will be achieved:

- A community-wide inventory of at least 25 sites contaminated by either hazardous substances or petroleum.
- Phase I assessments will be completed on at least 15 sites.
- Phase II assessments will be completed on at least eight sites.
- Reuse planning will be completed for at least four sites.
- Community input will be sought at least twice, including a minimum of one public meeting.

As a result of the work that will be completed under this grant, the following outcomes will be achieved:

- Increase the number of businesses in Palmer
- Increase the average household income
- Lower the incidences of adverse health conditions and disease
- Increase the tax base

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

a. Programmatic Capability

- i. Organizational Structure- The Town of Palmer has received numerous grants over the years and has systems in place to ensure that outcomes are met, reporting is completed in a timely manner, and compliance is achieved with all requirements. Scheduling templates have been created to ensure that milestones are met and reporting is completed on time. Spreadsheets have been developed to successfully track the spending of grant funds. Fiscal reconciliations are completed between appropriate departments on a regular basis. The Town is audited annually by a private firm, and single audits are conducted when required.

ii. Description of Key Staff

- *Sarah Szczebak, Director of Community Development.* Ms. Szczebak will have primary oversight of the grant. She has over 13 years of experience in Community Development, including grant management. Ms. Szczebak worked on a project in a different community to successfully clean up a contaminated brownfield site using Community Development Block Grant Disaster Recovery funding.
- *Ryan McNutt, Town Manager.* Mr. McNutt has over eight years of experience as a municipal official, including five years as a Town Manager. He is a Massachusetts Certified Public Purchasing Official and has a strong background in grant management and successful economic development projects.
- *John Kuzmiski, Town Accountant/Finance Director.* Mr. Kuzmiski has 33 years of experience in finance, including 29 years working in a municipal setting. He is responsible for overseeing all financial activity in the Town including all purchasing,

procurement, and contracting functions for the Town. He is very familiar with grant compliance and regulations.

- *Linda St. Onge, Town Treasurer.* Mrs. St. Onge has a Certificate in Accounting and has worked for the Town for more than six years, successfully managing all accounts receivable, including grant funds.
- *Linda Leduc, Town Planner and Economic Development Director.* Mrs. Leduc has a Master's degree in Land Use Planning and has 13 years of experience as a Town Planner and five years of experience as the Economic Development Director. Mrs. Leduc has extensive knowledge of grant administration. She has overseen numerous regional, State, and Federal grants for the Town, including an American Recovery and Reinvestment Act Energy Efficiency and Conservation Block Grant from the Federal government.
- *Angela Pannacione, Conservation Agent.* Ms. Pannacione has a Bachelor's degree in Environmental Law and Policy with a minor in Natural Resource Planning. She has over seven years of experience as a Conservation Agent. Ms. Pannacione has written several successful grant applications, and is adept at grant management as well as administering and enforcing applicable environmental regulations.

iii. Acquiring Additional Resources- If funding is awarded, a QEP will be procured using all applicable Federal, State, and local regulations to complete the inventory, Phase I and II assessments, and any other technical work to be completed as part of the project.

b. Past Performance and Accomplishments

i. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements- The Town of Palmer received \$1.5 million from FEMA for storm cleanup after storm Alfred in 2011. Also, Palmer has received 24 awards of Community Development Block Grant funding since 1990. While the Town did not enter into a funding agreement with the Federal government for these funds, since the funding originated with the Federal government, all Federal requirements were followed.

1. *Purpose and Accomplishments*- Storm cleanup was successfully completed with FEMA funding received. A variety of projects have been funded through Community Development Block Grant funding, through the Massachusetts Department of Housing and Community Development, including housing rehabilitation programs, social services, senior center renovations, sidewalk repairs, and water and sewer line replacements. The most recent completed CDBG grant was FY 17 for \$507,663, which included a housing rehabilitation program, social services, a playground renovation, and general administration. A total of 847 beneficiaries were assisted through this grant.

2. *Compliance with Grant Requirements*- All grant requirements have been met. All goals were achieved and all reporting was completed in a timely fashion.

Brownfield Assessment Threshold Criteria Response

Palmer, MA

1. Statement of Applicant Eligibility

The Town of Palmer, Massachusetts is eligible to apply for funding as it is a general purpose unit of local government.

2. Description of Community Involvement

Community involvement will be conducted in a variety of ways through the course of the project. During the site selection and inventory phase, input will be sought from community partners as well as the general public. The community partners will be contacted directly and the general public will be contacted through social media and via the Town's website. During the Phase I and Phase II assessments, community input may be sought from abutters.

Extensive community involvement will be conducted during the site reuse phase. Once the sites are identified for reuse, a more specific plan will be developed. At a minimum, public input will be sought through social media and the Town website and at least one public meeting will be held. Depending on the location, the number of sites, and the complexity of issues at the sites, additional public meetings may be held. For example, if some of the sites are clustered in one area of town, it may make sense to have a public meeting to address those sites only, and have a separate meeting to address the other sites elsewhere in Town. Significant input will be sought from community partners during the reuse planning phase.

3. Expenditure of Assessment Grant Funds

The Town of Palmer does not have an active EPA Brownfields Assessment Grant.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

12/03/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Town of Palmer

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

0262179210000

d. Address:

* Street1:

4417 Main Street

Street2:

* City:

Palmer

County/Parish:

* State:

MA: Massachusetts

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

01069-6901

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Sarah

Middle Name:

* Last Name:

Szczebak

Suffix:

Title:

Community Development Director

Organizational Affiliation:

* Telephone Number:

(413) 283-2685

Fax Number:

* Email:

sszczebak@townofpalmer.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Palmer, MA Brownfield Assessment Grant Application 12.3.19

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant MA-001

* b. Program/Project MA-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2020

* b. End Date: 12/31/2021

18. Estimated Funding (\$):

* a. Federal	300,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	300,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Ryan

Middle Name:

* Last Name: McNutt

Suffix:

* Title: Town Manager

* Telephone Number: (413) 283-2645 Fax Number:

* Email: rmcnutt@townofpalmer.com

* Signature of Authorized Representative: Sarah Szczebak * Date Signed: 12/03/2019